

CITY OF WILLMAR

PLANNING COMMISSION MEETING

7:00 P.M. ON WEDNESDAY, MARCH 17, 2020

VIRTUAL

GOTO MEETING

Chair: Jonathan Marchand

Vice Chair: Jeff Kimpling

Members: Christina Nelson, Cletus Frank, Terry Sieck, Khalif Ahmed Bashir, Stephanie Carlson, and Justice Walker.

AGENDA

1. Meeting Called to Order
2. Minutes of February 10, 2020 meeting
3. Subway Drive-Through Plan Review
4. 7:05pm General Business Text Amendment
5. 7:10pm Preserve on 24th Conditional Use Permit
6. Preserve on 24th Minor Subdivision
7. Driveway Standards Review
8. Comprehensive Plan Update
9. Miscellany
10. Adjourn

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, FEBRUARY 10, 2021**

MINUTES

1. The Willmar Planning Commission met on Wednesday, February 10, 2021, at 7:03 p.m. virtually via GoTo Meeting.

**** Members Present:** Jeff Kimpling, Jonathan Marchand, Justice Walker, Stephanie Carlson and Terry Sieck.

**** Members Absent:** Christina Nelson, Cletus Frank, Khalif Ahmed Bashir

**** Others Present:** Sarah Swedburg – Planner, Dave Ramstad – Planning & Development Director

2. REORGANIZATION: Mr. Kimpling made a motion, seconded by Ms. Carlson to nominate Mr. Marchand as chair. Motion carried.

Ms. Carlson made a motion, seconded by Mr. Marchand to nominate Mr. Kimpling as vice chair. Motion carried.

Mr. Kimpling made a motion, seconded by Ms. Carlson to nominate Mr. Sieck as secretary. Motion carried.

3. MINUTES: Minutes of the December 16, 2020 meeting were approved as presented.

4. NORTHERN FACTORY SALES PLAN REVIEW – FILE NO 21-01: Staff presented the plan review for the existing industrial use to be brought to conforming status, further allowing the construction of a 38,380 square foot addition on property described as follows: Lots 6, 7, and 8, Block 1 as shown on the recorded plat entitled Willmar Industrial Park Second Addition, on file in the office of the Kandiyohi County Recorder (2701 4th Ave SW).

Sean Christensen discussed the reasoning for our standards, policies, and practices regarding accesses & drive approaches. A departmental policy of a maximum width of 32' for driveways is standard operating procedure for the engineering department though wider ones exist. A driveway of greater size is left to the discretion of the Commission. Engineering generally looks for a width between driveway entrances of greater than 100' when reviewing plans due to safety concerns. The plan does not meet the 100' width operating procedure. Generally, engineering tries to limit the number of approaches to a property to alleviate potential points of traffic conflict. 28th Street operates as a collector road and congestion concerns are minimal currently but future development on nearby vacant lots could create future traffic concerns.

Mr. Kimpling asked about existing driveway widths –they are approximately 32 feet. Hope Thompson, President for Northern Radiator discussed the use of the existing driveways. The expansions allow for safer use of the drives by the trucks coming in and out of the site. It is the intention of Northern Radiator for the loops to an in & out designated. Currently, they see 2-3 trucks in the morning and up to about 8 trucks in the afternoon. Most truck traffic is semitrucks and container carriers.

The expansion would allow for more product to move in and out of the facility at maximum efficiency, retrofitting the site to current industrial standards. They currently have 60 employees and don't anticipate this expansion changing their current staffing model. The Planning & Development intern is currently working on gathering driveway standards from other communities. However, this application will need Planning Commission determination prior to this ordinance change being ready.

Staff noted that parking space requirements are based on either staffing numbers or building square footage, whichever is greater. Zoning Ordinance standards require 146 spaces, but Northern Radiator is proposing approximately 102. They have submitted an application for a variance. The Commission expressed a desire to see a minimization of parking.

The Planning Commission reviewed and discussed Staff comments (Attachment A).

Motion by Ms. Carlson, seconded by Mr. Kimpling to approve the Plan Review with the following conditions:

- A. Onsite parking shall meet Zoning Ordinance standards or a variance shall be approved.
- B. Parcels shall be combined with Kandiyohi County into one parcel.
- C. The Stormwater Ordinance shall be complied with and plans shall be approved by the Engineering Department.
- D. The use shall meet all applicable local, state, and federal rules and regulations at all times.

The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.E.3.a.1-7.

The motion carried.

- 5. INTRODUCTIONS: The Planning Commission welcomed the newest appointed Commissioner, Justice Walker, and introduced themselves.
- 6. PLANNING COMMISSION COMP PLAN WORK GROUP: Staff reviewed the Comprehensive Plan work and informed the Commission that the next step is to formulate the "Planning Commission Comp Plan Work Group" to continue with the creation of the Comprehensive Plan document. This group will meet for approximately 9-12 months & be led by Planning Commissioners. The group will be split into smaller sub-groups to review

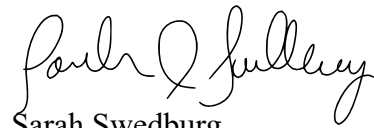
a set of Comp Plan chapters every few months for feedback, edits, and to conduct occasional community input workshops on targeted topics.

Motion by Ms. Carlson, 2nd by Mr. Sieck to create the Planning Commission Comp Plan Work Group.

Motion carried.

7. MEETING DATE & TIME: No changes needed at this time. The Planning Commission will continue to meet on first and third Wednesdays of each month at 7pm.
8. MISCELLANY: No meeting anticipated next week. Staff is working on driveway standards and will have this item prepared for review in March.
9. There being no further business to come before the Commission, the meeting adjourned at 8:31 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Sarah Swedburg".

Sarah Swedburg
Planner

PLANNING COMMISSION – MARCH 17, 2021

STAFF COMMENTS

1. SUBWAY DRIVE-THROUGH PLAN REVIEW – FILE NO 21-02

- The applicant is Gary Hendrickx, on behalf of Tipacano Partnership, LLP of Appleton, MN.
- The applicant is requesting a plan review to allow a drive-through at a new Subway restaurant development on the property described as follows: The Westerly 10 feet of Lot 3; Westerly 27.5 feet of Lot 4; Lot 5 excluding the Westerly 3 feet thereof; and Lot 6 excluding the Westerly 3 feet thereof, Block 2, Carlson's Addition to the City of Willmar (605 1st St S).
- The property is zoned GB (General Business).
- The use as a restaurant is allowed outright; the drive-through requires a Plan Review.
- All setback, lot size, and width standards are met.
- The existing accessory structure in the Southeast corner of the property will remain. The property is otherwise vacant at this time.
- A new fence will be constructed on the Eastern property line, complying with the "transitional yard" screening requirements of the Zoning Ordinance.
- 37 parking spaces are required and 37 parking spaces are provided, 2 of which will be reserved for handicap parking, in compliance with ADA codes.
- There are three existing curb cuts: one via 1st St S and two via Minnesota Ave SE. See Engineering comments below.
- Standard curb cut widths for commercial properties are met (32 feet or less).

Engineering Comments:

The access on 1st St S should align with the access to Legacy Commons along 1st St S.

The western access on Minnesota Ave SE should be abandoned, but the Eastern curb cut may remain. Because there are 24-foot wide traffic lanes on site, the abandonment of the 2nd curb cut should not constrain on-site traffic and will provide greater traffic safety on the public roads.

RECOMMENDATION: Approve plan review with the following conditions:

- A. Engineering comments regarding drive approaches shall be met, adhered to, and additional information supplied as requested.
- B. The Stormwater Ordinance shall be complied with and plans shall be approved by the Engineering Department.
- C. A landscaping plan shall be submitted and approved by the Zoning Administrator prior to issuance of building permits.
- D. The use shall meet all applicable local, state, and federal rules and regulations at all times.

2. GENERAL BUSINESS TEXT AMENDMENT – FILE NO 21-01

- Alexandria, MN is one example of another City that allows Multi-family housing in a Business district with a Conditional Use Permit.
- This amendment aligns with the Comprehensive Plan's following goals and objectives:
 - F.3.e: Promote the location of higher-density housing units near commercial, medical and employment concentrations.
 - F.3.j: Encourage the location of residential subdivisions where City services are readily available and in areas which have direct access to existing transportation routes.
 - F.3.k: Promote the orderly growth of residential developments with logical expansion of municipal services and utilities.

RECOMMENDATION: Approve the text amendment and forward to City Council for introduction & public hearing.

3. PRESERVE ON 24TH MULTI-FAMILY CUP – FILE NO 21-01

- The applicant is Duinink Inc (Prinsburg, MN) on behalf of Kuepers, Inc (Brainerd, MN)
- The applicant is requesting a conditional use permit for a new multi-family development that would consist of 3, 3-story, 36-unit, market-rate apartment complexes on property described as: Lots 2-5, Block 1, Waterview Business Park (201-401 24th Ave SE & 2200 5th St SE)
- The property is zoned GB (General Business).
- The land shall be replatted.
- The property is approximately 6.80 acres, and each building is 13,652 square feet.
- In addition to three apartment buildings, the site will also include 6 garage structures with a total of 60 stalls.
- The site meets density standards of an R-5 development.
- Residential structures are allowed to meet General Business district setbacks, as found in Zoning Ordinance Section 3.F.3. All setback standards are met.
- 247 parking spaces provided (216 spaces required at 2 spaces per unit).
- A landscape plan has been submitted and meets Zoning Ordinance standards for onsite landscaping and parking lot islands.
- Regional Stormwater Detention was created for the Waterview Business Park with plans for sites with approximately 80-90% coverage. Total site coverage is 60.5%.
- City water and sewer mains are available to the property. The City will charge a tapping fee for new connections.
- There will be one access via 24th Ave SE and one access via 5th St SE. The 24th Ave SE access will be aligned approximately with the Taco Bell access, and the 5th St SE access will be aligned with the southern-most access to Walmart.
- The development includes green space on the property and dedicated playground space. Sidewalks currently exist along both 24th Ave SE and 5th St SE to provide future residents with multi-modal connection to other areas of town. Park Dedication fees will be required when platting the property.

- The development contributes to workforce housing in Willmar (market-rate, no income restrictions), and further provides residents with proximity to large employers and commercial amenities and needs.

RECOMMENDATION: Approve the conditional use permit with the following conditions:

- A. The General Business District text amendment to allow multi-family housing as a Conditional Use Permit shall be approved by Planning Commission and City Council.
- B. The Preserve on 24th Minor Subdivision shall be approved by Planning Commission and City Council.
- C. The Stormwater Ordinance shall be complied with and plans shall be approved by the Engineering Department.
- D. Park dedication fees shall be paid prior to issuance of building permits.
- E. The use shall meet all applicable local, state, and federal rules and regulations at all times.

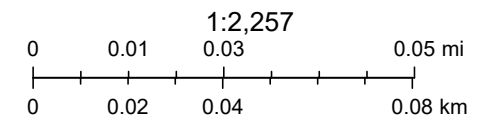
4. PRESERVE ON 24TH MINOR SUBDIVISION – FILE NO 21-01

- The applicant is Duininek Inc (Prinsburg, MN) on behalf of Kuepers, Inc (Brainerd, MN)
- The applicant is requesting a subdivision of land to allow a multi-family residential development (3, 3-story, 36-unit complexes) on property described as: Lots 2-5, Block 1, Waterview Business Park (201-401 24th Ave SE & 2200 5th St SE).
- The parcels front 24th Ave SE & 5th St SE. One access is proposed per road.
- An outlot should be created to provide access to the Northern parcel?
- The parcels are zoned GB.
- Residential structures are allowed to meet General Business district setbacks, as found in Zoning Ordinance Section 3.F.3. All setback standards are met.
- A text amendment to allow multi-family housing by Conditional Use Permit in a General Business District is being reviewed by Planning Commission and City Council. Additionally, a Conditional Use Permit has been submitted by the same applicant and the previous item was a review of this item.
- All lots meet the minimum density and lot size under high-density multi-family residential district standards.

RECOMMENDATION: Approve the preliminary plat with the following conditions:

- A. The General Business District text amendment to allow multi-family housing as a Conditional Use Permit shall be approved by Planning Commission and City Council.
- B. A Conditional Use Permit shall be approved by Planning Commission.
- C. An outlot shall be created to provide internal access to the northern-most parcel.
- D. Declarations/covenants for the internal access (Outlot A) shall be submitted to Staff and recorded concurrently with plat for ease of tractability.
- E. All Kandiyohi County Engineering, Fire Chief/Marshall, Engineering/Public Works, and MUC comments shall be met, adhered to, and additional information supplied as requested.

Subway Drive-Through Plan Review 21-02





SOUTHWEST PERSPECTIVE

**PRELIMINARY
FOR REVIEW ONLY
DO NOT USE FOR
CONSTRUCTION**

Version: 2
Revisions: 3
Drawn By: MJ
Date: 2/21/2024
Job Number:

Confidential and Proprietary
This drawing is intended only for the
recipient or entity to which it is
addressed and may contain information
that is proprietary, confidential and
exempt from disclosure under
applicable law. Any review or
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PERSPECTIVES

MC902



NORTHWEST PERSPECTIVE

PRELIMINARY
FOR REVIEW ONLY
DO NOT USE FOR
CONSTRUCTION

Version: 2
Revision: 3
Drawn By: MJ
Date: 2/22/2024
Job Number:

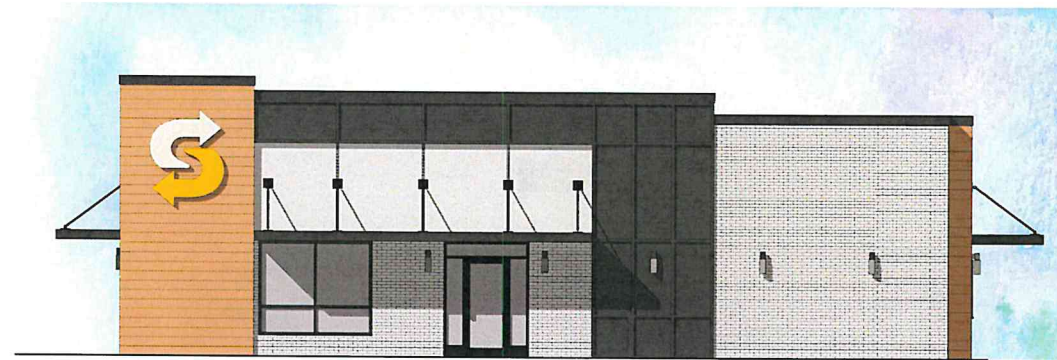
Confidential and Proprietary
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PERSPECTIVES

MC901

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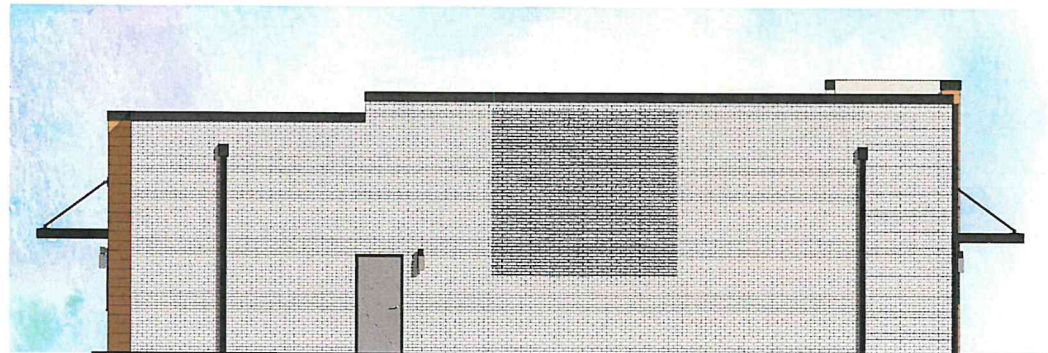
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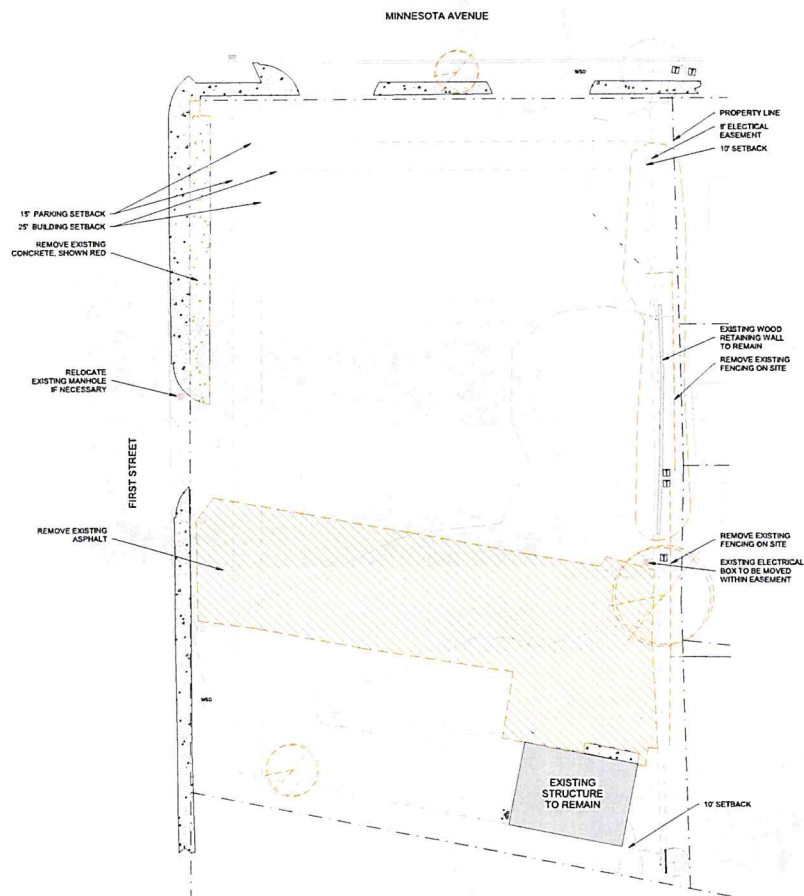
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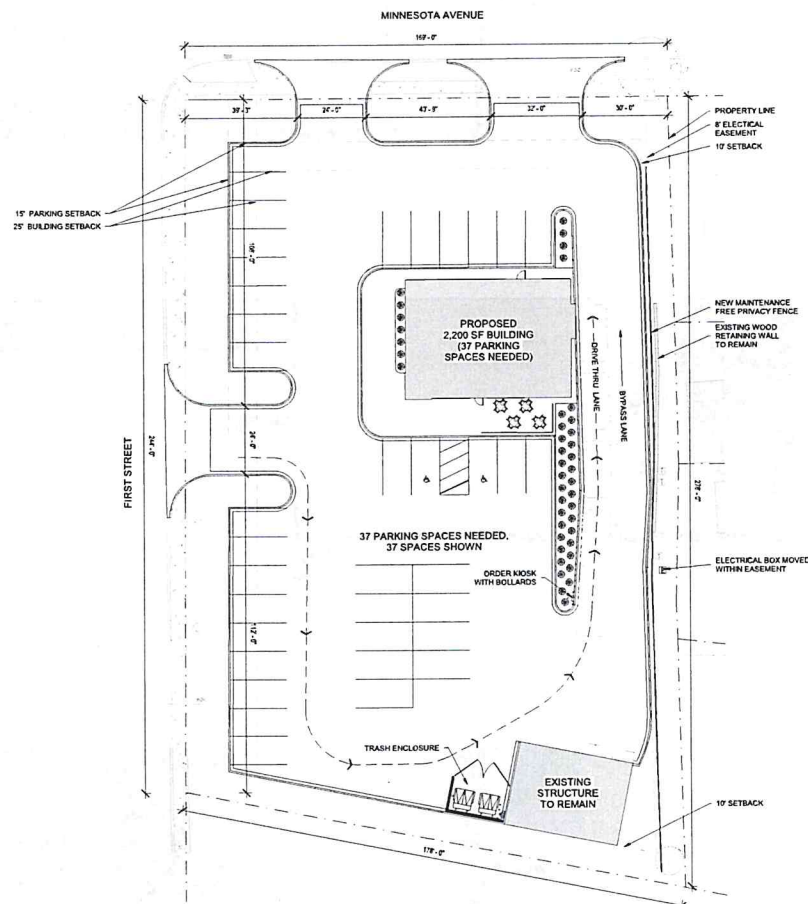
3 EAST ELEVATION
SCALE: 1/4" = 1'-0"



4 NORTH ELEVATION
SCALE: 1/4" = 1'-0"



1 DEMO - SITE PLAN
MC001 SCALE 1" = 20'-0"



2 SITE PLAN
MC001 SCALE 1" = 20'-0"

NOTICE OF HEARING FOR PROPOSED ZONING AMENDMENT

Notice is hereby given that the City of Willmar Planning Commission will meet on Wednesday March 17, 2021, at 7:05 p.m. virtually via GoToMeeting, to conduct a public hearing to hear reasons for and against an ordinance amending No. 1060 known as the Willmar Zoning Ordinance by adding to Section 6.I. relating to uses in the General Business District:

SECTION 6. Ordinance 1060 is hereby amended by adding a new SECTION 6.I.3.f. so as to read as follows:

f. Multi-family dwelling structures

All Willmar property owners and residents are hereby notified of the public hearing. Due to the COVID-19 health pandemic & local and state emergency declarations, interested parties may participate via GoToMeeting or be represented by counsel to be heard on this matter. To participate in the public hearing, please connect via internet at <https://global.gotomeeting.com/join/895004453> or via phone at (646) 749-3122, access code 895-004-453. The Planning Commission meeting agenda and packet can be found on the Calendar on the home page of the City's website (www.willmarmn.gov).

March 3, 2021
Date

Sarah J. Swedburg
Planner

Si Usted no lee inglés o si este aviso no contiene una explicación suficiente, por favor comuníquese con Abby al 235-0850 ext. 1100, de Heartland Community Action Agency.

Haddii Aadan Akhriyi Karin Ama Aadan Fahmeeynin Ogeeysiiskan, Fadlan Soo Wac: Sahra Gure, West Central Interpreting Services, LLC (320)235-0165 ama (320)441-8555.

ORDINANCE NO. _____

AN ORDINANCE AMENDING NO. 1060
KNOWN AS THE WILLMAR ZONING ORDINANCE
BY AMENDING SECTION 6.I RELATING TO
THE GENERAL BUSINESS DISTRICT

The City Council of City of Willmar does ordain as follows:

SECTION 6. Ordinance 1060 is hereby amended by adding a new SECTION 6.I.1.f. so as to read as follows:

f. Multi-family dwelling structures.

EFFECTIVE DATE. This Ordinance shall be effective from and after its adoption and second publication.

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

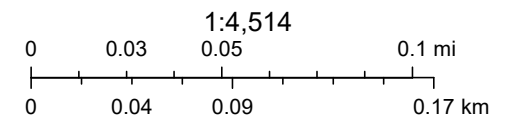
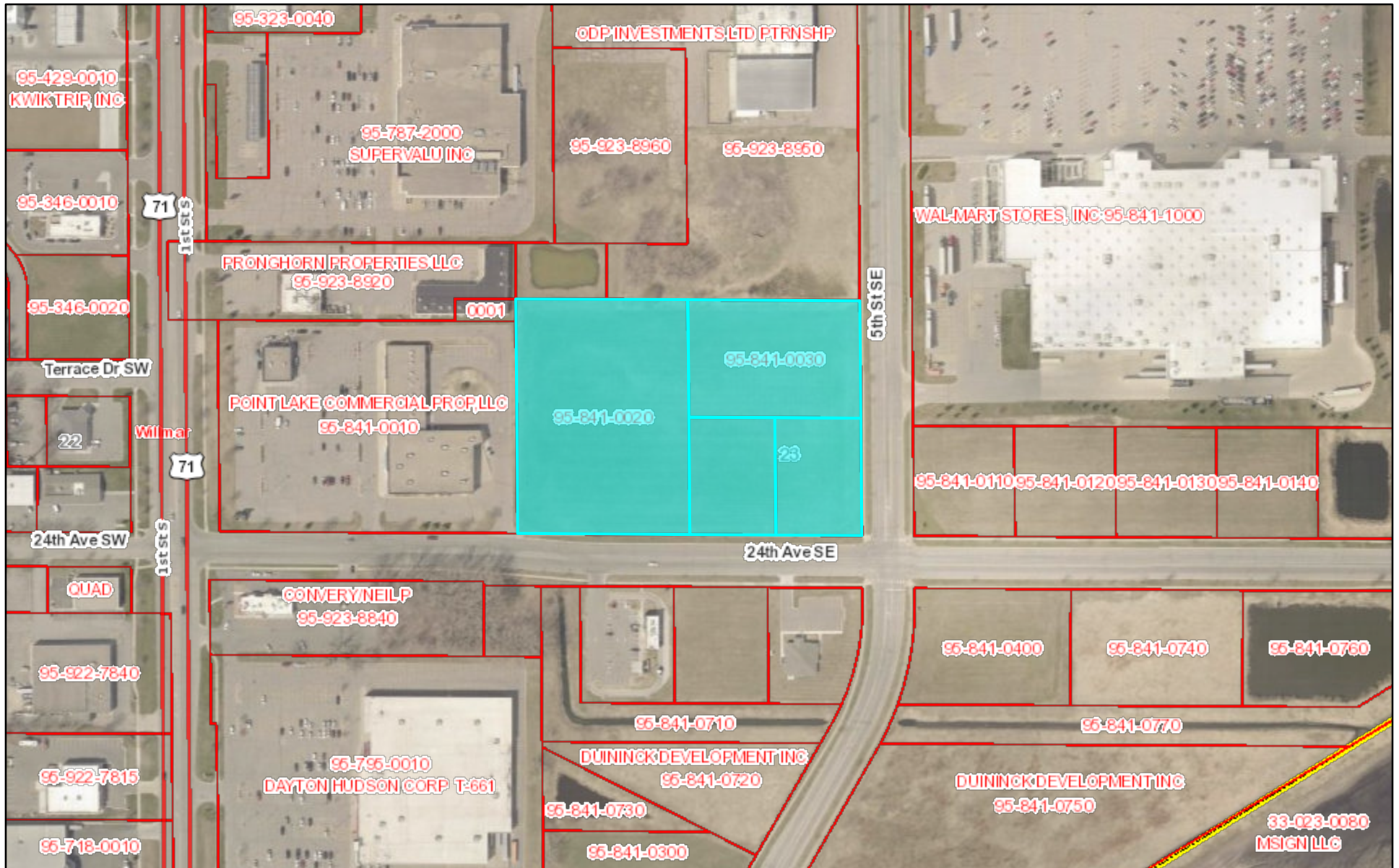
This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

Preserve on 24th



**NOTICE OF HEARING ON A REQUEST FOR
A CONDITIONAL USE PERMIT**

Notice is hereby given that the City of Willmar Planning Commission will meet on Wednesday, March 17, 2021, at 7:10 p.m. virtually via GoToMeeting, to conduct a public hearing to hear reasons for and against a conditional use permit requested by Duininck Inc, Prinsburg, MN, on behalf of Kuepers Inc, Brainerd, MN, to allow a multifamily housing development complex consisting of 3, 35-unit structures on property legally described as: Lots 2-5, Block 1, Waterview Business Park (201-401 24th Ave SE).

All property owners or residents living in the vicinity of the above-described property are hereby notified of the public hearing. Due to the COVID-19 health pandemic & local and state emergency declarations, interested parties may participate via GoToMeeting or be represented by counsel to be heard on this matter. To participate in the public hearing, please connect via internet at <https://global.gotomeeting.com/join/895004453> or via phone at (646) 749-3122, access code 895-004-453. The Planning Commission meeting agenda and packet can be found on the Calendar on the home page of the City's website (www.willmarmn.gov).

March 3, 2021
Date

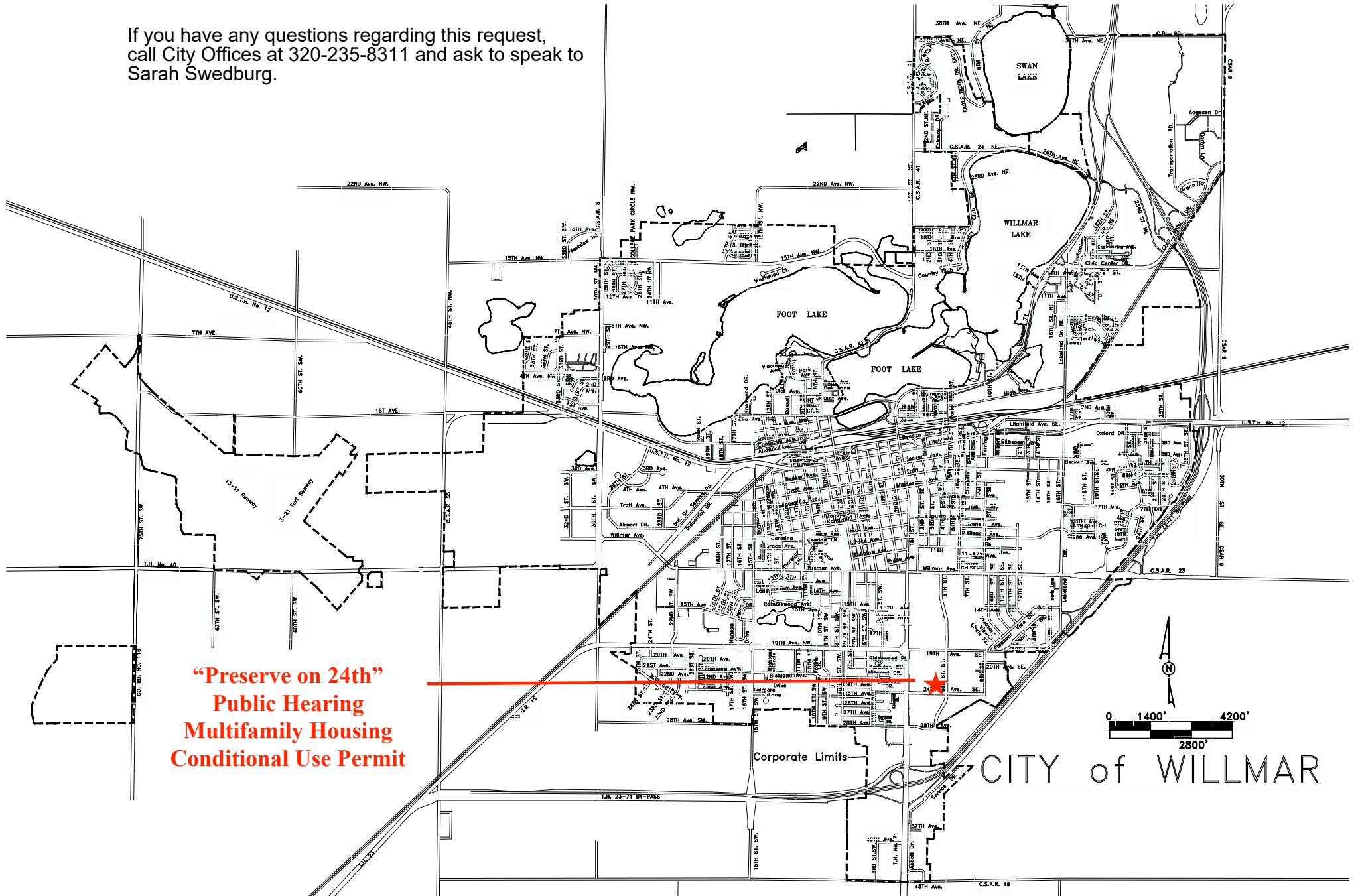
Sarah J. Swedburg
Planner

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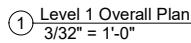
Haddii Aadan Akhriyi Karin Ama Aadan Fahmeeynin Ogeeysiiskan, Fadlan Soo Wac: Sahra Gure, West Central Interpreting Services, LLC (320)235-0165 ama (320)441-8555.

If you have any questions regarding this request,
call City Offices at 320-235-8311 and ask to speak to
Sarah Swedburg.

"Preserve on 24th"
Public Hearing
Multifamily Housing
Conditional Use Permit



CITY of WILLMAR



Date: 3-1-2021 License #: 46319



KUEPERS

INC.

ARCHITECTS & BUILDERS

BRAINERD/BAXTER, MN 218-829-0707

The Preserve on 24th

Building One

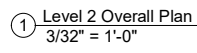
Willmar, MN

Kuepers Inc.	
The Preserve 1	
Project number 01-21-XXXX	Date 3/1/20
Drawn by Author	Checked by Check

A1.1

Overall Floor Plan

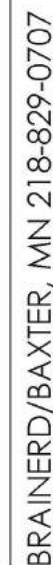
Scale $\frac{3}{32}'' = 1'-0''$



I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota.
Name: Christopher J. Raimann, AIA
Signed:

Date: 3-1-2021

License #: 46319



Willmar, MN

Building One

The Preserve on 24th

Kuepers Inc.

The Preserve 1

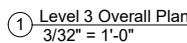
Project number	01-21-XXXX	Date	3/1/21
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Drawn by	Author	Checked by	Checker
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A1.2

Overall Floor Plan

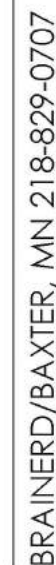
Scale $3/32" = 1'-0"$



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Name: Christopher J. Raimann, AIA
Signed:

Date: 3-1-2021

License #: 46319



Willmar, MN

Building One

The Preserve on 24th

Kuepers Inc.
The Preserve

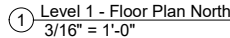
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Drawn by	Author	Checked by	Checke

A1.3

Overall Floor Plan

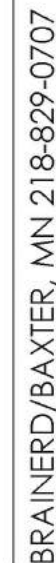
Scale

$$3/32'' = 1'-0''$$



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Name: Christopher J. Raimann, AIA
Signed:

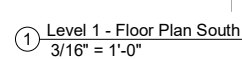
License #: 46319



Building One

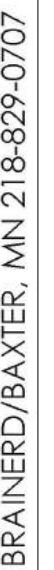
The Preserve on 24th

Scale $3/16" = 1'-0"$



I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota.
Name: Christopher J. Raimann, AIA
Signed: _____

license #: 46319



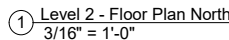
Building One

The Preserve on 24th

A1.5

Floor Plan Level 1

 $1/16" = 1'-0"$



I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota.
Name: Christopher J. Raimann, AIA
Signed:

Date: 3-1-2021 License #: 46319

Kuepers Inc.
The Preserve 1

A1.6

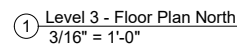
Floor Plan Level 2

Scale $3/16" = 1'$

Willmar, MN

Building One

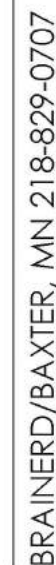
The Preserve on 24th



I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota
Name: Christopher J. Raimann, AIA
Signed:

Date: 3-1-2021

License #: 46319



Willmar, MN

Building One

The Preserve on 24th

Kuepers Inc.
The Preserve

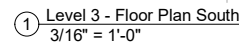
Project number	01-21-XXXX	Date	3/1/2
Drawn by	Author	Checked by	Checke

A1.8

Floor Plan Level 3

Scale

$$3/16'' = 1'-0''$$



I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota.
Name: Christopher J. Raimann, AIA
Signed:

Date: 3-1-2021

License #: 46319



Willmar, MN

Building One

The Preserve on 24th

Kuepers Inc.
The Preserve

Project number	01-21-XXXX	Date	3/1/21
Drawn by	Author	Checked by	Checker

A1.9

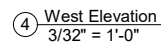
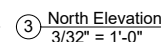
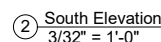
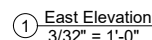
Floor Plan Level 3

Scale

$$3/16" = 1'-0"$$

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am duly Licensed Architect under the laws of the State of Minnesota.
Name: Christopher J. Raimann, AIA
Signed: _____

License #: 46319



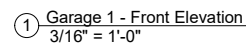
6. ALL GLAZING WITHIN 24" OF THE ARC OF A DOOR SHALL BE SAFETY GLAZING PER IBC 2406.3

BRAINERD/BAXTER, MN 218-829-0707

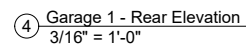
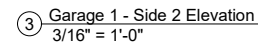
Building One

The Preserve on 24th

Scale	As indicated
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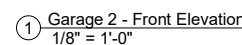
② Garage 1 - Side 1 Elevation
3/16" = 1'-0"



Date: 3-1-2021 License #: 46319

The Preserve on 24th

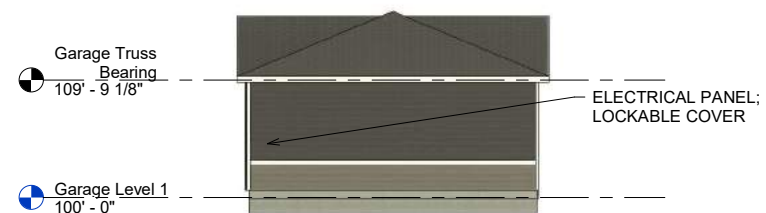
Kuepers Inc.	
The Preserve 1	
Project number 01-21-XXXX	Date 3/1/21
Drawn by CJR	Checked by Checker
A3.2	
Garage 1 Elevations	
Scale	As indicated



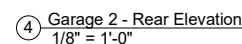
Garage Truss Bearing
109' - 9 1/8"

Garage Level 1
100' - 0"

② Garage 2 - Side 1 Elevation
1/8" = 1'-0"



③ Garage 2 - Side 2 Elevation
1/8" = 1'-0"



I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota.
Name: Christopher J. Raimann, AIA
Signed:

Date: 3-1-2021 License #: 46319

BRAINERD/BAXTER, MN 218-829-0707

Willmar, MN

Building One

The Preserve on 24th

Kuepers Inc.
The Preserve 1

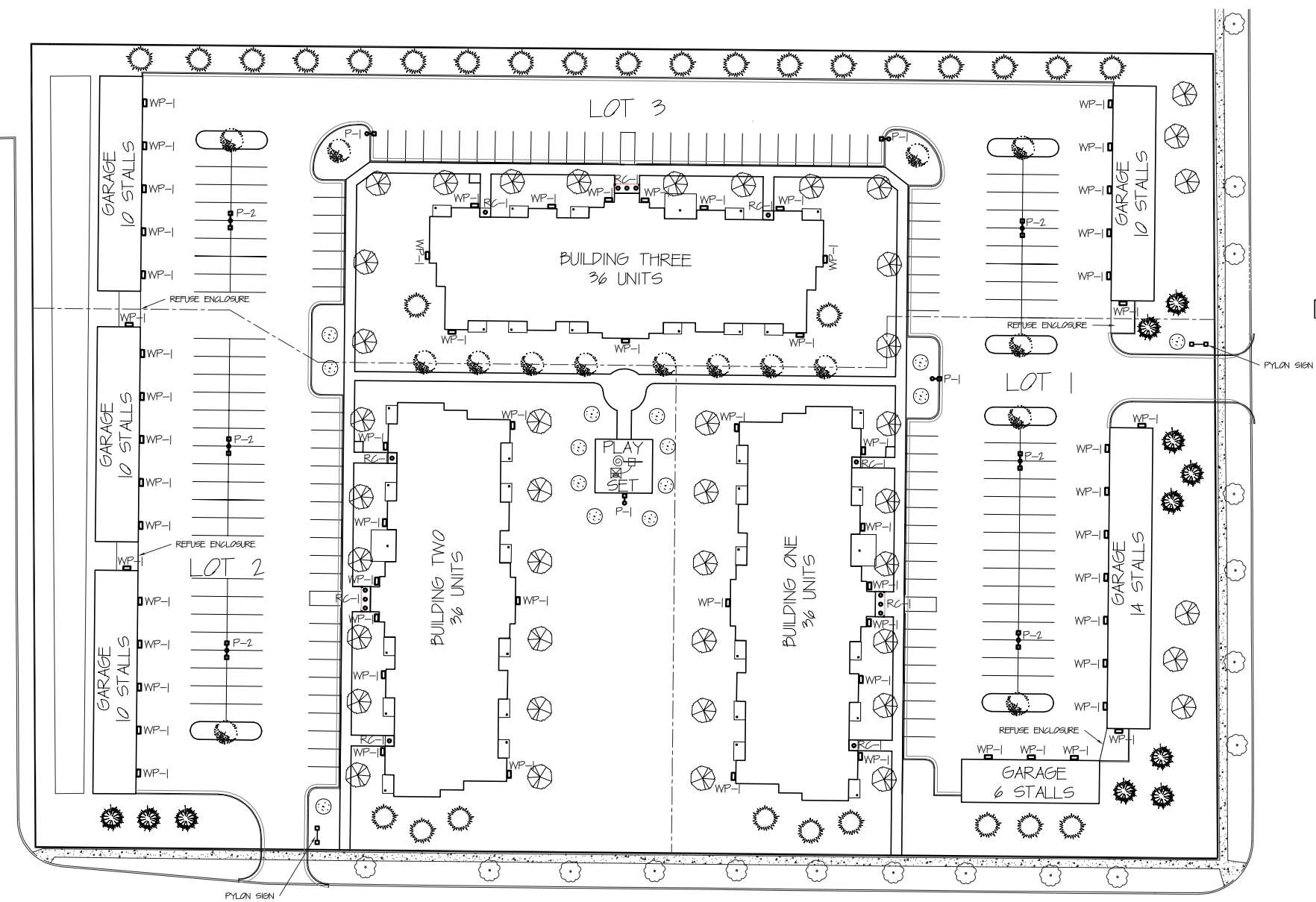
Project number	01-21-XXXX	Date	3/1/21
Drawn by	Author	Checked by	Checker

A3.3

Garage 2 Elevations

Scale	As indicated
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L:\Projects\2020\Willmar Site\Landscape Plan 2-24-21.dwg Feb 24, 2021-09:16:07PM

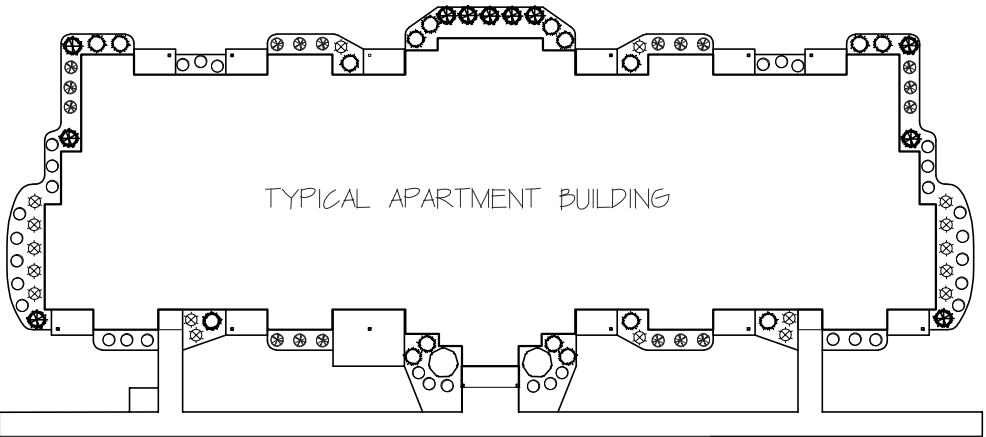


1 LANDSCAPE / SITE LIGHTING PLAN
SCALE: 1" = 80'-0"

SITE LIGHTING LEGEND:

- P-1 = POLE MOUNTED LUMINAIRE
- P-2 4" SQUARE - 20' POLE, RAD LIGHTING IVAT 3
- WP-1 = WALL PACK LUMINAIRE
RAD LIGHTING SLIM 18
- RC-1 = LED RECESSED DISK AT ENTRANCE CANOPY

NOTE: ALL DECKS/PATIOS TO HAVE A WALL MOUNTED EXTERIOR LIGHT THAT IS MANUALLY CONTROLLED BY THE TENANT;
PATRIOT LIGHTING - SONOMA 12182TWPT OR EQUAL



2 LANDSCAPE PLAN - SHRUB PLANTINGS
NOT TO SCALE

PLANTING LEGEND - SITE TREES:

- = BLACK HILLS SPRUCE - PICEA GLAUCA DENSATA
8 & 8 6 FEET HIGH
TOTAL TREES: LOT 1 = 6, LOT 2 = 3, LOT 3 = 21
- = NORWAY SPRUCE - PICEA ABIES
8 & 8 6 FEET HIGH
TOTAL TREES: LOT 1 = 7, LOT 2 = 1, LOT 3 = 3
- = BURR OAK - QUERCUS MACROCARPA
8 & 8 25" CALIFER
TOTAL TREES: LOT 1 = 6, LOT 2 = 6, LOT 3 = 4
- = AUTUMN PLAZE MAPLE - ACER X FREEMANII
8 & 8 25" CALIFER
TOTAL TREES: LOT 1 = 15, LOT 2 = 12, LOT 3 = 15
- = PRAIRIFIRE FLOWING CRAB - MALUS 'PRAIRIFIRE'
8 & 8 2" CALIFER
TOTAL TREES: LOT 1 = 3, LOT 2 = 10, LOT 3 = 1
- = EXISTING TREES TO REMAIN

PLANTING LEGEND - SHRUBS:

- = AUTUMN BRILLIANCE SERVICEBERRY - AMELANCHIER X GRANDIFORA
4 FEET HIGH
2 TREES PER BUILDING
- = DWARF HIGH-BUSH CRANBERRY - VIBURNUM OPULUS NANUM
3 GALLON
18 SHRUBS PER BUILDING
- = TINY WINE NINEBARK - PHYSOCARPUS OPULIFOLIUS
3 GALLON
34 SHRUBS PER BUILDING
- = KARL FOERSTER GRASS - CALAMAGROSTIS ACUTIFLORA
1 GALLON
17 SHRUBS PER BUILDING
- = LITTLE PRINCESS SPIREA - SPIREA JAPONICA "LITTLE PRINCESS"
3 GALLON
17 SHRUBS PER BUILDING
- = ARBORVITAE - THUJA OCCIDENTALLIS 'HOLMSTRUP'
3 GALLON
11 SHRUBS PER BUILDING

LANDSCAPE NOTES:

- LANDSCAPED AREAS TO RECEIVE SOD. RETENTION BASIN AREAS SHALL BE SEEDED.
- LAWN IRRIGATION SYSTEM TO BE INSTALLED AT ALL SOD & BED AREAS.
- SOD SHALL BE CULTURED KENTUCKY BLUEGRASS. LANDSCAPE CONTRACTOR WILL WATER AT TIME OF INSTALLATION AND ROLL ALL SOD AS NEEDED TO ASSURE A SMOOTH TURF. ALL SLOPES GREATER THAN 3 TO 1 SHALL BE STAKED.
- ALL SHRUB BEDS TO RECEIVE LANDSCAPE ROCK WITH WEED BARRIER FABRIC.
- ALL AREAS WHERE SOD AND ROCK TOUCH SHALL HAVE COMMERCIAL GRADE BLACK POLY EDGER.
- ALL SINGLE STEM TREE SPECIES SHALL BE STAKED.
- LOCATE ALL UTILITIES BY ACTUAL LOCATION IN THE FIELD PRIOR TO PLANTING OPERATION.
- REFUSE ENCLOSURE SHALL HAVE A CHAIN LINK GATE WITH PRIVACY SLATS AND AN OPAQUE VINYL FENCE AT THE REAR ENCLOSURE.

REVISIONS	DATE
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota.	
Name: _____	Signed: _____
_____	License # _____
_____	Date: _____

THE PRESERVE ON 24TH
APARTMENTS

WILLMAR, MN

copyright kuepers, 2020

KUEPERS
ARCHITECTS & BUILDERS

BRAINERD/BAXTER, MN 218-829-0707



JOB 07-21-XXXX	
DRAWN CR	CHECKED
DATE 2-24-21	SCALE AS SHOWN

L.I.I.

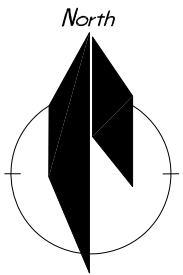
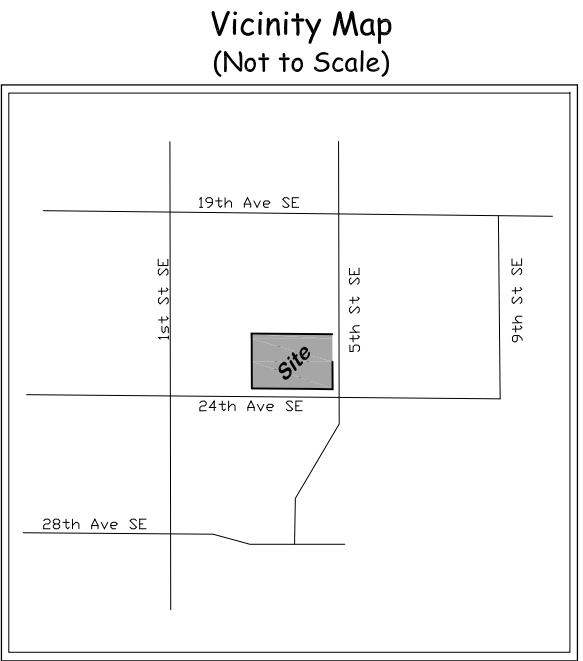
DWG. #

Preliminary Plat of:

PRESERVE ON 24TH

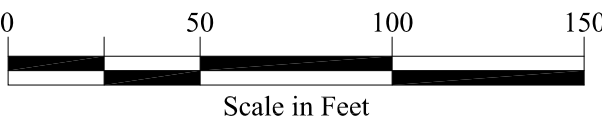
Located In:

Lots 2, 3, 4 and 5, Block 1 of THE WATER VIEW BUSINESS PARK
Section 23, Township 119 North, Range 35 West, Kandiyohi County, MN



This drawing prepared by:
Bonnema Runke Stern Inc.
Professional Land Surveyors
4566 Hwy 71 NE - Suite 1
Willmar, MN 56201
Office (320) 231-2844
Fax (320) 231-2827

Owner / Subdivder: **Duinick Development, Inc.**
P.O. Box 208
Prinsburg, MN 56281
Designer: **Jason Ver Steeg, P.E.**
Date of preparation: **February 16, 2021**
Total Area: **6.80 Acres**



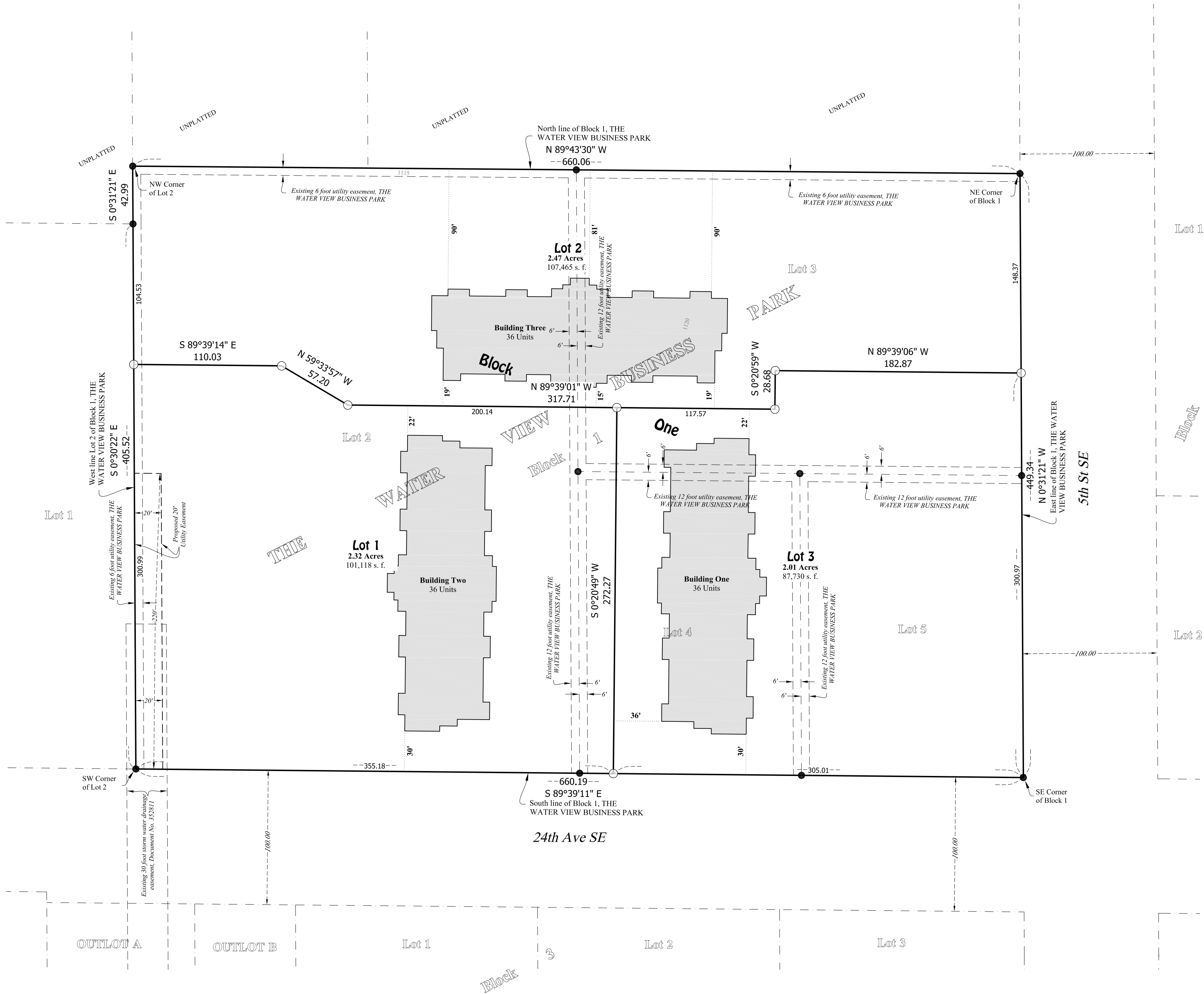
LEGEND

- Found Iron Monument from Former Survey
- Bonnema Runke Stern Inc. placed a $\frac{3}{8}$ " Iron Rod with a 46169-46171-14895 stamped Plastic Cap
- Building Setbacks

The Orientation of this bearing system is assumed.
The South line of Block 1 of THE WATER VIEW BUSINESS PARK is assumed to bear S 89°39'11" E

Surveyor's Notice:
A 5.00 foot tree planting easement is contiguous to 24th Ave SE and 5th St SE.

Surveyor's Notice:
Per Gopher State One call locate Ticket #203530152, the existing drainage and utility easements, as shown on the plat of THE WATER VIEW BUSINESS PARK, located along the east line of Lot 1, the north line of Lots 1 & 3, the north line of Lots 4 & 5, the west and east lines of Lot 4, and the west line of Lot 5 are not being utilized by any public utility and should be vacated before the final plat is recorded.



DRIVEWAY FINDINGS

City of St. Cloud

Commercial / Industrial / Multifamily Driveway Standards:

- Min - Max width: 24' - 30'
- Min Alleyway driveway: 14'
- Min thickness of concrete: 8"
- Unless otherwise noted by engineering
- Not poured monolithically with curb & gutter

Sidewalks must be min 4' width, max 2% slope, contraction joints equally spaced between 6'-8'

Residential Single / Duplex:

- Min - Max width: 12' - 24'
- Min thickness 6"
- Unless otherwise noted by engineering
- Not poured monolithically with curb & gutter

Sidewalks must be min 4' width, max 2% slope, contraction joints equally spaced between 6'-8'

City of Edina

Materials. That portion of the private driveway, private street or lane which traverses the public street right-of-way shall be constructed of materials as follows, if the private driveway, street or lane intersects:

- A concrete street or a concrete curb and gutter, then the apron and new gutter shall be concrete.
- A bituminous roadway without concrete curb and gutter, the intersecting area may be concrete, bituminous or other materials approved by the engineer.

Maximum width. The maximum driveway width at the curb line of the street shall be 30 feet exclusive of returns.

Minimum distance to street intersection. The minimum distance between the driveway and the nearest return of the intersection of two streets shall be 50 feet, as measured at the curb line of the street.

Minimum distance between driveways. Except in the R-1 and R-2 districts the minimum distance between adjoining driveways shall be 20 feet, as measured at the curb line of the street.

Minimum distance between driveway and lot line. Except in the R-1 and R-2 districts the minimum distance between a driveway and a side lot line shall be ten feet, as measured at the curb line of the street.

Maximum number. On lots less than 75 feet in width, no more than one driveway per lot shall intersect a street.

Curb cuts on collector streets. The number of driveways intersecting a street designated as a collector or arterial by the comprehensive plan shall be limited to those driveways essential for adequate access. When properties adjoin more than one street, driveways shall be restricted, if possible, to the street with a lower volume of traffic. The following additional restrictions apply to lots in the R-1 district and R-2 district:

- On interior lots no more than one driveway per dwelling unit shall intersect a street designated by the comprehensive plan as a collector or arterial.
- On corner lots or through lots no driveway shall intersect with a street designated by the comprehensive plan as a collector or arterial.

If all streets adjoining the lot are designated as collector or arterial, driveways shall be limited to the street with the lowest volume of traffic.

Other standards. The engineer may adopt additional standards as to the design, materials and installation of driveways to be located on the right-of-way of streets.

Exceptions. The engineer may grant exceptions to the standards and guidelines of this section in order to allow reasonable access to property, provided that such exceptions do not result in conditions hazardous to vehicular and pedestrian traffic.

Cities of Worthington, Owatonna, & Marshall have no driveway ordinances and is delt with by engineering, case by case like Willmar currently.

City of Bemidji

Waiting for call back from joint planner, cannot locate in city ordinances, building official said they do have standards though.

DRAFT ORDINANCE LANGUAGE:

Materials. That portion of the private driveway, private street or lane which traverses the public street right-of-way shall be constructed of materials as follows, if the private driveway, street or lane intersects:

- A concrete street or a concrete curb and gutter, then the apron and new gutter shall be concrete.

- A crushed gravel or other similar material may be used as driveway material with a concrete curb and gutter.
- A bituminous roadway without concrete curb and gutter, the intersecting area may be concrete, bituminous or other materials approved by the engineer.

Maximum width. The maximum driveway width at the curb line of the street shall be no more than 32 feet, exclusive of returns, in commercial and industrial zones and no more than 24 feet, exclusive of returns, in residential zones.

Minimum distance to street intersection. The minimum distance between the driveway and the nearest return of the intersection of two streets shall be 50 feet, as measured at the curb line of the street.

Minimum distance between driveways. Except in the R-1, R-2, and R-3 districts, the minimum distance between adjoining driveways shall be 50 feet, as measured at the curb line of the street.

Minimum distance between driveway and lot line. Except in the R-1, R-2, and R-3 districts, the minimum distance between a driveway and a side lot line shall be ten feet, as measured at the curb line of the street.

Maximum number. On residential lots less than 150 feet in width, no more than one driveway per lot shall intersect a street. At no time shall any residential lot have more than two driveways that intersect a street. *If a corner lot in an R-1 or R-2 zone is less than 150 feet in width, but not located on a collector or arterial street, that lot may have two driveways, one intersecting each street, granted that each driveway meets the minimum distance to a street intersection of 50 feet.*

Curb cuts on collector streets. The number of driveways intersecting a street designated as a collector or arterial by the comprehensive plan shall be limited to those driveways essential for adequate access. When properties adjoin more than one street, driveways shall be restricted, if possible, to the street with a lower volume of traffic. The following additional restrictions apply to lots in the R-1 district and R-2 district:

- On interior lots no more than one driveway per dwelling unit shall intersect a street designated by the comprehensive plan as a collector or arterial.
- On corner lots or through lots no driveway shall intersect with a street designated by the comprehensive plan as a collector or arterial.

If all streets adjoining the lot are designated as collector or arterial, driveways shall be limited to the street with the lowest volume of traffic.

Other standards. The engineer may adopt additional standards as to the design, materials and installation of driveways to be located on the right-of-way of streets.

Exceptions. The Planning Commission may grant exceptions to the standards and guidelines of this section in order to allow reasonable access to property, provided that such exceptions do not result in conditions hazardous to vehicular and pedestrian traffic.

Planning Commission's Comprehensive Plan Workgroup Community Engagement Plan (CEP)

Per 4.02 of the Charter, Sub. 3, the Planning Commission has the authority to review and update Willmar's Comprehensive Plan periodically. Over the past year, the Planning and Development Department has partnered with the Mid-Minnesota Regional Development Commission to collect data and create representative graphics and maps to form a foundation of information for decision-making. The Planning Commission and City Council have also approved the formation of a Comprehensive Plan Workgroup, led by a few Planning Commissioners and delegated with authority to draft a new 2040 Comprehensive Plan for the City of Willmar. Willmar's Planning and Development Department has created a list of potential candidates for Planning Commission appointment to the Comprehensive Plan Workgroup (CPW), this CEP with a 12-month schedule (below), a template comp plan, and necessary data and diagrams. Everything provided to the workgroup is subject to change at their discretion and ultimately the Planning Commission and City Council's discretion which have final approval.

This Community Engagement Plan (CEP) presents an overview of the tools, approaches, issues, and considerations for engaging the Willmar community and receiving their comments and guidance for the City's 2040 Comprehensive Land Use Plan (Comp Plan). This CEP outlines a participation strategy to engage internal and external stakeholders, and provide a timeline of tasks and events. This CEP is intended to evolve through the life of the project in response to decisions made through collaborative efforts between the Planning Commission, Comprehensive Plan Workgroup (CPW), City staff, Mid-Minnesota Development Commission staff, and other project partners.

Onsite activities are currently discouraged as Minnesota continues under a set of social distancing guidelines due to the Covid-19 pandemic. Therefore, a set of sophisticated online engagement tools will be used to collaborate with internal and external stakeholders, which is needed to develop a customized and responsive comprehensive plan. Targeted in-person engagement activities may be used at a limited, physically-distanced capacity to provide equitable engagement opportunities for community members with limited internet access. This CEP will be updated on an as-needed basis to reflect changes in engagement strategies and activities.

Task	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Ch. 1, 2, 3 & 4 Subcommittees	●	●	●									
Ch. 5, 6, 7 & 8 Subcommittees				●	●	●						
Ch. 9, 10, 11 & 12 Subcommittees							●	●	●			
Ch. 13, 14, 15 & 16 Subcommittees										●	●	●
Online Engagement (3) (Interpretation available)				●			●			●		
Press Releases (4)			●			●			●			●
Online Surveys		[Progress bar]										
Hub site & Social Media		[Progress bar]										

Comprehensive Plan Workgroup (CPW) Participation Criteria

Willmar's 2040 Comprehensive Land Use Plan will have an effect on the regional community. Therefore, any community members who live or work in Willmar or who live nearby and have a demonstrated interest in the growth, development, and wellbeing of the City may serve on the CPW.

CPW Meetings

The CPW is composed of three to four members of Willmar's Planning Commission and eight to nine appointed members from the public, with support from City Staff and consultants from the Mid-Minnesota Development Commission. The CPW meets every month to receive staff updates and coordinate chapter review work. Additionally, the workgroup is split into three-member (non-quorum) subcommittees to conduct the chapter reviews of the Comp Plan. All meetings will take place virtually via GoToMeeting, beginning in April 2021 and continuing through completion of the project (estimated February 2022). City Planner Sarah Swedburg will be the liaison and point of contact for the CPW.

The full CPW will meet monthly, providing the opportunity to receive staff's monthly update, address any agenda items, and discuss progress and coordinate feedback from the subcommittees reviewing chapters throughout the nine- to twelve-month process. These monthly meetings are open to the public, and participation of the press, citizens, and other interested parties is encouraged. Workgroup meetings are coordinated by City Planner Swedburg and facilitated by the Mid-Minnesota Development Commission consultant team. The CPW will tentatively meet on the third Thursday of each month, from 5pm to 7pm. This schedule may be changed by the workgroup at any time, and as Covid-19 conditions improve, onsite meetings may replace online meetings.

Three-member (non-quorum) subcommittee meetings will meet weekly to review Comp Plan chapters, providing edits, feedback, and seeking input from other community stakeholders on chapter content. These working reviews will be closed production meetings. Subcommittees are scheduled and led by a Planning Commissioner and communicated to City Planner Swedburg.

Roles and Responsibilities of the CPW Include:

- Make key decisions and guide overall direction of the Comp Plan process and final draft
- Review and approve subcommittee's changes to chapters prior to wider distribution
- Translate each chapter into a concluding "Overall Forecast, Goals and Implementation Strategies" at the end of each chapter
- Facilitate communication with key stakeholders
- Host public community engagement meetings, with the assistance of city staff
- Request that chapters or sections related to a particular topic be reviewed by area experts and stakeholders
- Staff & City Attorney will draft actionable policies and ordinances to be included at the end of each chapter, to make CPW's "Overall Forecasts, Goals and Implementation Strategies" actionable and to ensure that new existing City policies are aligned
- Provide a well-coordinated final draft of the Comp Plan for review and approval by the full Planning Commission and City Council

Engagement with CPW's Internal and External Stakeholders

The workgroup will seek input from internal and external stakeholders through three online engagement meetings to address a subject-specific agenda. The comments and data gathered through engagement will be processed and summarized in monthly updates presented at full-CPW meetings, posted to the Comp Plan Hub site, and available at the City Offices.

Engagement with CPW's Internal Stakeholders

Internal stakeholders are those that are part of the CPW, Planning Commission, City Staff, City Councilors, and Mid-Minnesota Commission Consultants. This engagement will be relatively routine.

Engagement with CPW's External Stakeholders

External stakeholders are those that are not part of the CPW. They include residents, business owners, other committees, commissions, governing bodies, educational institutions, and visitors. The City of Willmar is fortunate to have numerous external stakeholder groups. These groups may be invited to participate in Comp Plan work sessions, subcommittee workshops, or asked to host an engagement event so that the CPW can collect input at major milestones. Organizations for hosting workshops and connecting with external stakeholders may include:

- [Vision2040](#)
- Service Organizations (Rotary, Kiwanis, Lions, and others)
- [Willmar Area Chamber of Commerce](#)
- [Willmar Lakes Area Convention & Visitors Bureau](#)
- [Kandiyohi County & City of Willmar Economic Development Commission](#)
- [Willmar Public School Board](#)
- [Willmar Main Street](#)
- [Willmar Public Library](#)
- [Kandiyohi County Planning Department](#)

Online Public Engagement Sessions

Three online public-engagement sessions are tentatively scheduled for June, September, and December, lasting approximately two hours (a mix of weekday evenings and Saturday mornings). These engagement sessions will be interactive workshops where participants are guided through a series of participatory questions and activities: input on housing experiences in Willmar, marking up maps to envision neighborhoods, etc. Participants may also explore workgroup proposals and their own ideas for community enhancements, site redevelopment, and preservation. Digital drawing and engagement tools, such as ESRI ArcGIS Solutions and Miro Whiteboard, will be used to facilitate the interactive activities during the workshops. Generally, online public engagement sessions will share the following characteristics:

- Supporting materials (maps or documents) will be made available ahead of the event, through the online Comp Plan Hub site and at City Hall in a hardcopy format.
- Any presentation will be recorded and made available on the Comp Plan Hub site.
- A brief introduction will orient participants to the specific subject(s) and project materials.
- Participants will be provided a post-meeting online survey, so then can make any additional comments that time may not have permitted. The survey will be kept open for at least one week after the event.

Interpreter-assistance During Engagement Meetings

Minority communities, including Latino, Somali, and Karen communities, will be consulted and encouraged to join the CPW in order to ensure that the Comp Plan inclusively reflects the vision of all members of the Willmar community. Any community member attending a community engagement activity may request interpretation assistance. All notifications for these activities will provide contact information to submit such a request.

Toolbox

The CPW has several tools available to help develop Willmar's 2040 Comprehensive Plan. For instance, all documents are in Microsoft Word format for ease of tracking edits made by the team(s). Data-based documents can be modified, edited, or created at the request of the Mid-Minnesota Development staff. Online applications will be utilized during community engagement activities to collect input, including, but not limited to, ESRI ArcGIS solutions and Miro Whiteboard that allow live real-time interaction on maps and whiteboards. To maintain transparency and community access, City Planner Swedburg will post updates and documents on the Comp Plan Hub site, Facebook, and submit radio and newspaper press releases. More details on the available tools are listed below:

ArcGIS Hub Site

The Comp Plan's ArcGIS Hub site will serve as the central online resource for this project. The site will be used to provide an overview of the Comp Plan, share project progress, provide access to mapping tools and surveys, and offer a platform for input and feedback. A link to the Hub site will be provided through the City's website, Facebook, and several other locations. Handouts advertising the Hub site may also be created and distributed widely at local businesses, institutions, and community events.

Community Surveys

Online surveys will be developed and used to gather information from Willmar residents regarding their concerns, ideas, needs, and desires for the future of their City. Survey participants will be self-selected (not a random sample). The surveys will be administered online utilizing Survey123, directly integrated into the Comp Plan Hub site.

Facebook

The City's Facebook page will also be used to communicate announcements about opportunities to participate in public workshops and direct visitors to the Comp Plan Hub site to view project updates and download documents.

Press Releases (4)

All news releases and media alerts will be shared with the Willmar Planning Commission for review. To ensure consistent messaging, the Chair of the Planning Commission's CPW will be the point of contact for any media inquiries and press releases. News releases and media alerts will be submitted to local media: West Central Tribune, Lakeland Broadcasting, and WRAC 8.

Email Updates

City staff will maintain an email list for interested residents from the Hub site and sign-in sheets at meetings/events. The Comp Plan Hub site will include a subscription form to allow visitors to enter their email address to receive updates and invites for events throughout the project.